

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

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Jill Smart
Merit Board Chair
Jeff Brownfield
Executive Director

TO: Designated Employer Representatives/Human Resources Directors
Classification Personnel and Testing Personnel

FROM: Danielle Routh
Human Resource Manager, Classification, Examination and Compensation Division

SUBJECT: Final Status Notice for the Campus Recreation Coordinator

DATE: January 15, 2020 *DR*

Consistent with our obligation to administer and maintain the University System classification plan, this communication shall provide the final notification and effective date of revision to the following classification:

Intramural and Recreation Coordinator

Class is currently used by: CSU, ISU, NIU, SIUC, SIUE. UIC, UIS

<u>Current Class</u>	<u>Action Proposed</u>	<u>New Class Title</u>	<u>Prom Line</u>	<u>Occ. Area</u>	<u>Change-in-Title Policy</u>	<u>Work Area</u>	<u>Effective Date</u>
4660 Intramural and Recreation Coordinator	CIT	4660 Campus Recreation Coordinator	None	02/ Semi-Professional	1	078/ Student Activity and Program Services	01/15/20

*Change-in-Title policy requirements reflect revised procedures issued 11/14/07. Change-in-Title actions listed above are strongly recommended with positions assigned to the appropriate new/revised classifications based on a thorough review of job duties and assignments.

No Voiding/Deleting Registers

The employment registers for the Intramural and Recreation Coordinator ***should not be voided.***

Class Specification and Examination Components/Instruments

The Campus Recreation Coordinator revised class specification and examining instrument will reflect the title change effective (available per E-Test) January 15, 2020.

For details on class specification and other information i.e. occupational area, work area, promotional line, etc., visit the class specification link at our website at www.sucss.illinois.gov.

Pay Rate/Ranges

Where necessary, employers should make adjustments to or establish new pay rates/ranges to accompany the above changes. In some instances, establishing a wide pay range will optimize the opportunity of each employer to properly reflect their individual compensation programs for these operations and positions.

Seniority

Seniority calculations should be reviewed and established based on the final classification assignment.

If you have any questions or need additional information, please contact Danielle Routh at (217) 278-3156 or at danieller@sucss.illinois.gov.